



## **Schellinger Construction Company Inc.,**

### **Pipe Foreman – Job Description**

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<b>Location</b>	Various locations – extensive travel
<b>Reports to:</b>	Operations Manager
<b>Direct supervisory responsibility:</b>	Yes

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#### **Functional Summary**

Reporting to the Operations Manager and Project Superintendent, the Pipe Foreman is responsible for managing the Pipe Crew and is accountable for their performance. Responsibilities include installation of large pipe, culverts, sewers, water services, geotextiles and erosion control devices.

#### **Key Responsibilities**

The responsibilities of the Pipe Foreman include, but are not limited to:

#### **Management & Operations**

- Study project specifications with Project Superintendent to plan procedures for installation and sequencing
- Manage the day-to-day operations of his crew by assigning crew responsibilities, overseeing the crew's work and monitoring their performance.
- Read and understand specifications, drawings, and all other Pipe Crew related project and engineering documentation.
- Operate assigned heavy equipment to excavate, install and backfill large pipe and culvert
- Ensure all necessary piping equipment is maintained in an operable and condition, and work crews are properly supplied with tools, equipment and materials.
- Use instruments such as lasers, grade rods, eye levels and transit levels to set appropriate grade for pipe installation
- Know what pipe needs to be installed in a variety of circumstances e.g. ground conditions, water pumps, rock, and unstable conditions
- Place electrical conduits, sleeves, vaults, edge drains, drain beds, and rain infiltrators
- Be in constant communication with the client's on-site inspector to ensure quality control levels are being met and the quantity of material that has been used has been agreed to
- Place, fuse and connect a variety of sewer and water pipes e.g. PVC, C900 water pipe, and HDPE
- Install water services, fire lines and hydrants
- Ensure new members of the Pipe Crew are suitably trained and instructed on the project work-scope and quality requirements
- Discuss and resolve issues and complaints in a timely manner.
- Identify and implement process improvements.

#### **Safety & Compliance**

- Ensure that "Safety First" is understood and demonstrated by the Pipe Crew.
- Enforce and comply with company safety policies, EEO policies, and standard company procedures.
- Attend annual Foreman's meeting and OSHA and MSHA training.
- Discuss, document and address all EEO complaints immediately.



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- Wear appropriate protective equipment: steel toed boots, hard hats, eye protection, and ear protection.

### **Equipment**

- Work with the on-site mechanic or Shop Foreman to resolve any equipment breakdown issues and plan preventive maintenance

### **Administration**

- Produce, review and submit a daily production report.
- Update work diary daily.
- Review and approve time cards daily

### **Requirements/Experience**

- High School Diploma or G.E.D. preferred
- Have a current driver's license
- Minimum 5 years supervising installation of pipe and culvert on heavy civil projects.
- Willing to work overtime, as required.
- Work schedule is weather dependent, so flexibility is required.
- Work is performed in an outdoor setting, which could include inclement weather, heat and cold, and exposure to dust and asphalt.
- Must be physically able to repetitively lift and carry at least 75 LBS on a regular basis.
- OSHA and trench safety/competent person certified. This will be provided if needed.
- Must comply with the company's drug and alcohol testing requirements.
- Successful applicant will be required to join or be a member of the Operating Engineers Union

Compensation and benefits offered with this role will be based on work experience and capability

Schellinger Construction Company is a drug free and Equal Employment Opportunity Employer.

For more information or to express your interest please contact Rob Koelzer at [RobK@Schellingerconst.com](mailto:RobK@Schellingerconst.com) or call him on (406) 892 2188.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.